# Air Emissions Inventory (EI) Adding and Revising Discharging Devices and Processes

July 2021

#### Summary

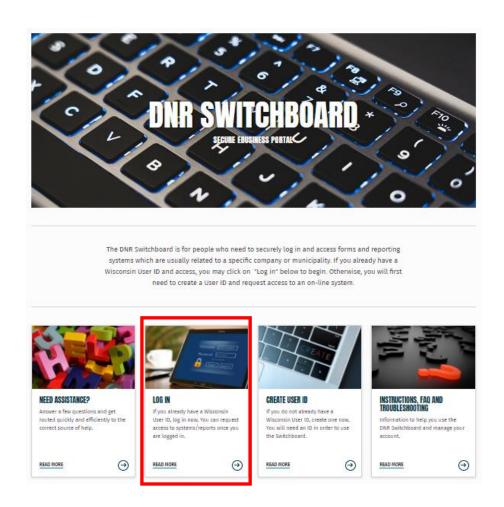
- General
- Accessing the Air Reporting System (ARS)
- Adding a discharging device
- Revising a discharging device
- Adding a discharging process
- Revising a discharging process
- Help

#### General

 Reporting of device data and process data for stacks which must be provided when submitting an EI is described in the Reporting for Discharging Devices and Processes presentation found on <u>DNR's</u> webpage.

## Accessing the Air Reporting System (ARS)

After the Web Access Management System (WAMS) account is created and the air emissions inventory submittal role is granted, access the Air Reporting System (ARS) by clicking the LOG IN on the DNR **SWITCHBOARD** webpage and log in.



## 1. On the ARS home page, click *Update Device/Process*.

FID: 555555550 Air Emissions Reporting FID: 555555

Facility - 555555550: AIR Test FACILITY #1 DNR Contact: Steven Bogost, (608) 264-8843 Steven.Bogost@wisconsin.gov

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# Annual Reporting Home Update Facility Info Update Contacts Update Device/Process Final Check/Submit Data Emissions & Billing, QA, Summary Reports, Certification and Under-Thresholds-Notification (UTN)

#### <u>Air Reporting System (ARS) Home for the 2020 Air</u> <u>Emissions Inventory (EI)</u>

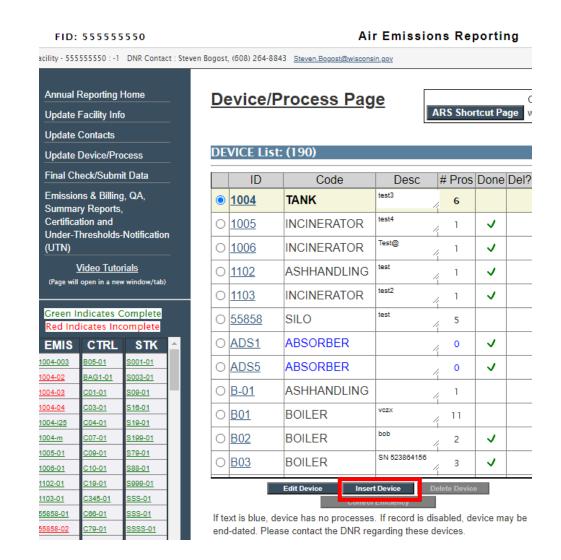
#### Air Emissions Inventory (EI) Reporting Calendar

- March 1, 2021 Els or Under-Thresholds-Notifications (UTNs) are due.
- . April 1, 2021 Facilities notified through email that Els or UTNs are overdue.
- . By May 31 2021 environmental fee statements are emailed to facilities or mailed if no email address is available.
- June 30, 2021 Environmental fees payments and certifications are due.

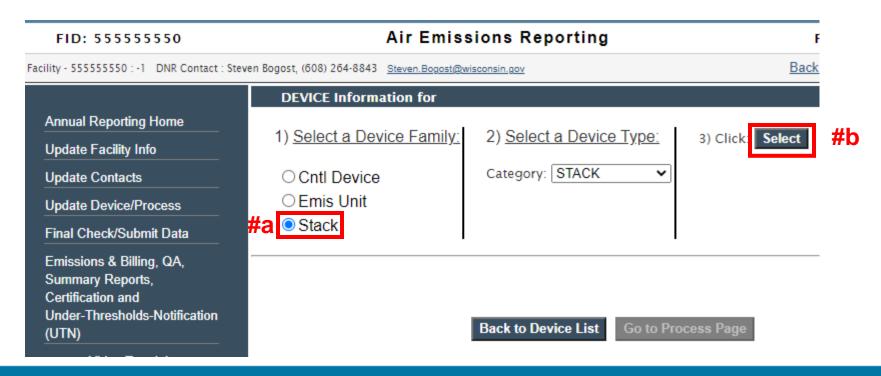
#### El Reporting Basic Steps

- Review, revise and save the facility info including completion the Environmental Management System (EMS)
  questionnaire.
- Dovious contacts info. If changes are needed, only needle proviously associated with the facility can be assigned.

2. On the Device/Process Page, click *Insert Device*.



- 3. On the first Device Information page:
  - a. Select Stack Device family.
  - b. Click Select.



- 4. On the second Device Information page:
  - a. Enter a Device ID without hyphens.
  - b. If needed, enter a Facility Reference ID, which is a facility's unique internal device reference ID.
  - c. Enter a device name. At least one character is required.
  - d. If needed, enter a Begin Operation Date and Comment.
  - e. Enter a Stack Height, Stack Exit Temp, Exit Velocity and Stack Diameter.



- 5. On the second Device Information page:
  - g. Once the device is saved, click *Go To Process Page* to begin adding a process.

DEVICE Information for S099 162756	
Device ID: S099 Facility Reference Id: Code: STACK ▼	
Name: stack 99	
Begin Operation Date: 01/01/2020 Calendar	
End Operation Date: To add an end date, please contact your compliance inspector	
Comment:	
One of the industry 10	
Stack Height(m): 10 Stack Exit Temp(K): 293	
Exit Velocity(m/s): 5 Stack Diameter(m): 0.75	
Cancel Save Device saved successfully	
Suitosi Suito Suit	
Back to Device List Go to Process Page	

#### Revising a discharging device

1. On the ARS home page, click *Update Device/Process*.

FID: 555555550 Air Emissions Reporting FID: 555555

Facility - 555555550: AIR Test FACILITY #1 DNR Contact: Steven Bogost, (608) 264-8843 Steven.Bogost@wisconsin.gov

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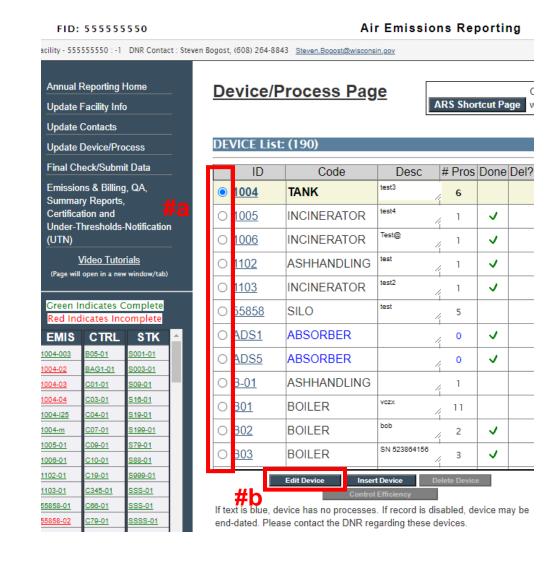
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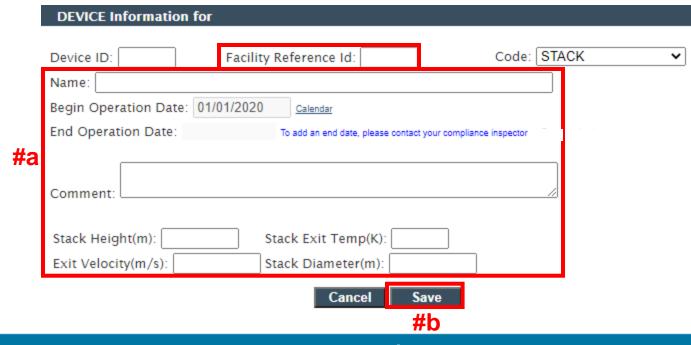
### Revising a discharging device

- 2. On the Device/Process Page:
  - a. Click the radio button of the device being edited.
  - b. Click *Edit Device*.



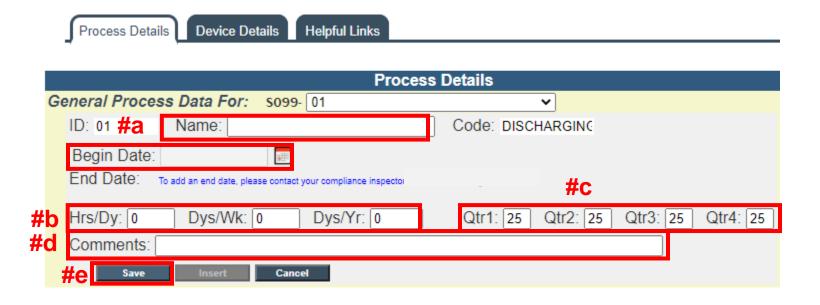
### Revising a discharging device

- 3. On the Device Information page:
  - a. As needed, edit the Facility Reference ID, device Name, Begin Operation Date, Comment, Stack Height, Stack Exit Temp, Exit Velocity and Stack Diameter.
  - b. Click Save.



## Adding a discharging process

- 1. On the Process Details Page in the General Process Data section, to add general process info:
  - a. Enter a process Name and Begin Date
  - b. Enter Hrs/Dy, Dys/Wk and Dys/Yr.
  - c. Enter the quarterly activity percentages.
  - d. If needed, enter Comments.
  - e. Click Save.

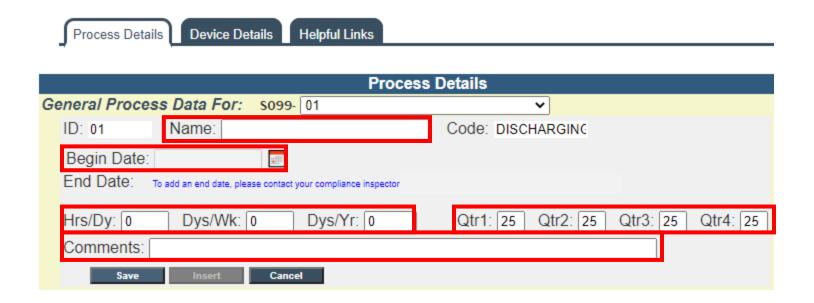


#### Adding a discharging process

- 2. Streams general
  - a. Streams can only be created as outgoing.
  - b. A discharging process can only have incoming streams.

#### Revising a discharging process

- 1. On the Process Detail Page in the General Process Data section:
  - a. As needed, edit Device Name, Begin Date, Material Group, SCC, Hrs/Dy, Dys/Wk, Dys/Yr, quarterly activity percentages and Comments.
  - b. If a device type/category needs to be revised, contact the assigned compliance inspector or the stationary source emissions inventory coordinator.



#### Revising a discharging process

2. All streams into a discharging process are revised using the process immediately upstream.

## For EI and Air Reporting **Switchboard Help**

Contact the facility-assigned compliance engineer. On DNR's website, find the compliance engineer's contact information by using the Air Permit Search Tool to locate the facility and select the DNR Air Contacts tab.

Facility Contacts | DNR Air Contacts | Permits and Permit Applications

**Emission Inventory Reports** 

Industrial Monitoring

- OR -
- **Email:**

DNRAMEmissionsInventory@wisconsin.gov